

# **MEETING MINUTES**

## **DOWNTOWN PROVIDENCE DISTRICT MANAGEMENT AUTHORITY BOARD MEETING**

**DECEMBER 17, 2004**

### **1. Roll Call**

**Daniel A. Baudouin, Executive Director of The Providence Foundation, called the meeting to order at 12:05 p.m. Directors present included Arnold B. Chace, Judith Cullen, Robert Gagliardi, Evan Granoff, Richard Lappin, Joseph Paolino, Sr., Christopher Placco, and Stanley Weiss. Director Maria Ruggieri was absent. Ex-officio Directors present included Diana Burdett, Joseph Di Battista, Donald Eversley, and Joshua Miller**

**Providence Foundation staff present included Daniel A. Baudouin, Executive Director and Kathleen S. Cadoret, Executive Assistant.**

**Others present were: Steve Gibson (Urban Place Consulting Group, Inc.), John MacIver, Laura Mullen (present for the Communications Report only), and Janet Raymond.**

### **2. Approval of Minutes of the October 18, 2004 Meeting**

**A motion was made by Director Chace to approve the minutes of the November 9, 2004 meeting. The motion was seconded by Director**

**Placco and a roll call vote was taken as follows:**

**Director Chace Yes**

**Director Cullen Yes**

**Director Gagliardi Yes**

**Director Granoff Yes**

**Director Lappin Yes**

**Director Paolino Yes**

**Director Placco Yes**

**Director Weiss Yes**

**Therefore, the motion was passed.**

**Approval of the minutes of the Public Hearing on November 30, 2004 was deferred to the next meeting to allow the Board more time to review them.**

### **3. Report from the Communications Committee**

**Communications Committee members Weiss, Placco and Miller presented the report of the committee. Following interviews of 5 graphic artists, they have chosen to work with Laura Mullen. Laura has produced a number of logos for the Business Improvement District and she is working with the Committee to finalize a design. The committee held a brainstorming session, and felt that the “Downtown Improvement District” with an acronym of “DID” made**

sense for a logo that would fit well on hats, maps, and badges. Other icons are being considered for use on other communications to symbolize dining, arts, and clean and safe elements of the program. Work on these issues is ongoing. A motion was made by Director Granoff to authorize the Communications Committee to approve their chosen logo design. The motion was seconded by Director Weiss and a roll call vote was taken as follows:

Director Chace Yes

Director Cullen Yes

Director Gagliardi Yes

Director Granoff Yes

Director Lappin Yes

Director Paolino Yes

Director Placco Yes

Director Weiss Yes

Therefore, the motion was passed.

#### **4. Discussion and Approval of Proposed By-Laws; Form Nominating Committee**

Mr. Baudouin presented the proposed By-Laws with highlighted changes made by attorneys at Partridge, Snow & Hahn as well as Mr. Baudouin, including the addition of a Secretary in Article IV under Officers; the addition of Section 15, Personal Liability, under Article X, Indemnification. Following discussion, in Article II, paragraph 2

**(Powers) the following sentence was added: “Any loan must be approved by the Board in accordance with the By-Laws.” In addition, the Officer position of Treasurer was added in place of “Other Officers” to Article IV under Officers. Mr. Baudouin continues to pursue legal advice on insurance as well as the use of proxy votes.**

**Following discussion, a motion was made by Director Placco to approve the By-Laws with the noted amendments. The motion was seconded by Director Weiss and a roll call vote was taken as follows:**

**Director Chace Yes**

**Director Cullen Yes**

**Director Gagliardi Yes**

**Director Granoff Yes**

**Director Lappin Yes**

**Director Paolino Yes**

**Director Placco Yes**

**Director Weiss Yes**

**Therefore, the motion was passed.**

**A Nominating Committee comprised of Directors Chace, Granoff and Weiss was formed for the purpose of nominating officers for election.**

## **5. Report of the Human Relations Committee**

**Director Lappin presented a recommendation by the Human Relations Committee (copy attached) to hire Steve Gibson, Urban Place Consulting Group for a period of 6 months for continued consulting work on the formation of the BID, as well as the hiring of personnel to fill two critical positions to administer the program: the Director of Public Space, and the Office Manager.**

**Following discussion, Director Chace made a motion to authorize the Human Relations Committee to negotiate with and execute a contract with Steve Gibson to provide consulting services to the Downtown Providence District Management Authority. The motion was seconded by Director Lappin and a roll call vote was taken as follows:**

**Director Chace Yes**

**Director Cullen Yes**

**Director Granoff Yes**

**Director Lappin Yes**

**Director Paolino Yes**

**Director Placco Yes**

**Director Ruggieri Yes**

**Director Weiss Yes**

**Therefore, the motion was passed.**

## **6. Discussion on City's Baseline Level of Services**

**Mr. Baudouin reported that he anticipated receiving the City's report on their Baseline Level of Services and hoped to have copies at the next meeting for the Board's review and comments. The new Director of Public Space would monitor level of services. Director Gagliardi inquired whether the City would make a commitment to the levels of services they would provide, and Mr. Baudouin responded that he expected that a letter from the Mayor would be forthcoming and would represent that commitment. Discussion ensued on the installation of new parking meters, and parking in loading zones at night.**

## **7. Report on the Requests for Proposals for Sidewalk Cleaning and Maintenance; and Safety Guide Services**

**RFP's were widely distributed and tours were attended by 15 interested parties. Proposals were received by 8 companies for Safety Guide Services; 4 for Sidewalk Cleaning and Maintenance and 2 that offered both services. Mr. Gibson reported that he was pleased with the response, which included a good mix of local and non-local companies. The national companies had BID experience, while the local companies did not. Interviews took place on December 15th with 5 firms for security services and on December 16th with 3 firms on cleaning (1 firm offered both services). The interviews were well attended with board and non-board members. Director Gagliardi presented the report of the Operations Committee on the interviews. He said there was much discussion on the selection of national vs.**

local firms. Following interviews, the top contenders are Block by Block (who offers both services) and SGI primarily for cleaning services but can also include safety. Due diligence with emphasis on references will commence on each of these firms. Allied Security was also a strong contender. Director Paolino expressed concern about whether snow removal on sidewalks would be included in the services. Much discussion ensued on this topic, and this will be studied further in an effort to provide fair and equitable service to all properties.

Following discussion, a motion was made by Director Placco to accept the recommendation of the Operations Committee to pursue further discussions and background checks on Block by Block and SGI, with Allied being a backup choice. Upon completion of further investigation on these firms, a recommendation will be brought back to the Board for a vote. The motion was seconded by Director Lappin and a roll call vote was taken as follows:

Director Chace Yes

Director Cullen Yes

Director Granoff Yes

Director Lappin Yes

Director Paolino Yes

Director Placco Yes

Director Ruggieri Yes

Director Weiss Yes

**Therefore, the motion was passed.**

## **8. Discussion and Approval of the Budget**

**Mr. Baudouin presented the Budget Summary (copy attached) along with assessment rates for Zones One and Two that was presented to the public at the Public Hearing on November 30th. He recommended the Board's approval of the Budget Summary so that it could be included with the assessment bills. A motion was made by Director Chace to approve the Budget Summary as presented. The motion was seconded by Director Placco, and a roll call vote was taken as follows:**

**Director Chace Yes**

**Director Cullen Yes**

**Director Granoff Yes**

**Director Lappin Yes**

**Director Paolino Yes**

**Director Placco Yes**

**Director Ruggieri Yes**

**Director Weiss Yes**

**Therefore, the motion was passed.**

## **9. New Business**

**Discussion took place on the timing of mailing out the assessment**



**bills. Mr. Gibson said that further work was needed on mailing addresses of the property owners, but it should be completed soon. The assessment bills will go out with a cover letter from the City Tax Collector to let owners know that the bills need to be paid. It is proposed that the assessments will be mailed on January 3rd with a due date of January 31st. Assessments will mirror those of the City.**

#### **10. Set Regular Meeting Dates for 2005**

**The Operations Committee will hold their next meeting on Thursday, January 6, at 11:30 a.m. and the next Board meeting will be held on Friday, January 7th, at 11:30 a.m. Regular meetings will be held monthly on the first Thursday of each month at 9:00 a.m., beginning on February 3rd .**

**ADJOURNMENT. There being no other business to come before the Board, Director Chace made a motion that the meeting be adjourned. The motion was seconded by Director Lappin and a roll call vote was taken as follows:**

**Director Chace Yes**

**Director Cullen Yes**

**Director Granoff Yes**

**Director Lappin Yes**

**Director Paolino Yes**

**Director Placco Yes**

**Director Ruggieri Yes**

**Director Weiss Yes**

**Therefore, the meeting was adjourned at 1:25 p.m.**

**Respectfully submitted,**

**Kathleen S. Cadoret**

**Executive Assistant**

**Daniel A. Baudouin**

**Executive Director**